

CoAA FRG Frequently Asked Questions:

1. What do I need to know about spending CoAA FRG funds?

CoAA Faculty Research Grants are awarded with state funds; therefore, all normal state purchasing procedures apply. Faculty should work with their department administrative assistants to understand the UNC Charlotte purchasing regulations.

2. When can I start spending my FRG?

As soon as your budget has been approved and you have a fund number, you can begin 1 July.

3. How will I get my fund number?

You will receive your fund number via email from the College's Assistant Dean of Budget & Personnel.

4. My project requires approval for human subjects or animal subjects research. Do I have to get the compliance committee's approval before I can spend my money?

Yes. If your project requires approval from any of the UNC Charlotte compliance committees (Human Subjects, Animal Subjects, Radioactive Materials, Biological Hazards, Chemical Hazards) your funds will not be released until the Associate Dean of Research has received a copy of your approved protocol.

5. Once I have compliance approval, how can I pay research participants?

You can pay by check or cash equivalent.

6. I have money in the travel line that includes purchasing an airline ticket and per diem expenses. How will these funds be handled?

Except for prepaid items, travel funds come out of your budget when the Travel Expense Report is submitted in Concur. You will work with your unit BSC to arrange travel. Travel paid using CoAA FRG funds must take place within the budget timeline (1 July – 1 May) of that fiscal year.

7. What do I have to do to get my FRG stipend?

Please work with Quinn Petty. Faculty stipends should be included in the 15 July paycheck.

8. Do I have to include fringe benefits in my budget?

You don't have to list fringe benefits as a line item, but you need to be aware that taxes and fringe benefits will be deducted from your stipend.

9. I have a Special Payment to another UNC Charlotte faculty member. How will that payment be made?

Your unit BSC or Quinn Petty will have to make a Special Payment to another UNC Charlotte faculty member.

10. Can I pay someone who is not on the UNC Charlotte payroll to work on the project?

Yes, but you must follow all UNC Charlotte Human Resources regulations for non-student temporary wage employment (PIM-8). Hourly pay rates will be based on the current N.C. state grade and salary schedule. Temporary employees are typically paid at the minimum of the grade level considered by Human Resources to best match the level of the duties performed. For help in determining pay level, consult Human Resources. You cannot allow someone to begin work on the project until all necessary paperwork has been completed.

11. Can I move money between budget lines?

Yes. Work with your unit BSC to make changes in your budget.

For any other questions, please email Associate Dean for Research Dr. Jae Emerling:
j.emerling@charlotte.edu